

HR Weekly Podcast
9/20/2007

Today is September 20, 2007, and welcome to the HR Weekly Podcast from the State Office of Human Resources. This week's topic concerns the current completed revisions to the classification specifications.

The Office of Human Resources has completed the process of updating the classification specifications. The majority of these specifications had not been updated since the consolidation of the classification and compensation system in 1996. This review sought to update the examples of work; review the required knowledge, skills, and abilities; and evaluate the minimum training and experience requirements for each class. We also took the opportunity to improve any areas of the class specifications that were not meeting the needs of the agencies. As you remember, our review included input provided by agency Human Resources Directors.

During the course of our review, we found that five new classes were needed.

The classes added were:

AA80	Sales Associate
AA85	Sales Representative
AJ09	Senior Software Engineer
AJ67	Senior Data Base Administrator
KC60	Trades Manager

We also found classes that are no longer being used, and we are considering deleting some of these classes. A list of these classes was provided in the memo to agencies dated, September 11, 2007. If you have any concerns regarding our plans to delete any of these classes, please contact your Consultant.

Many agencies requested changes to the Minimum Training and Experience Requirements for some classes. In light of these recommendations, we have increased the minimum requirements for several classes. A list of these classes was also provided in the memo to agencies dated, September 11, 2007. Please note that any current employees in these classifications who do not meet the educational requirements will be considered to have been granted an "equivalency." This equivalency will recognize that their current combination of education, training, and experience will be considered to equate to the new minimum requirements. In some other classes, the Minimum Training and Experience Requirements were decreased based upon requests from agencies. If you have any specific questions regarding this issue, please do not hesitate to call your Consultant.

In addition to the revisions mentioned previously, many other classification specifications were updated to include changes to the:

- General Nature of Work
- Guidelines for Class Use/Distinguishing Characteristics
- Examples of Work
- Knowledge, Skills, and Abilities
- Necessary Special Requirements

The updated classification specifications can be accessed on the Office of Human Resources website. I would like thank all of you for your participation in this process.

If you have any questions regarding the changes to these classes, please call your Human Resources Consultant at 737-0900.

Thank you.